

**MINUTES OF THE 14<sup>TH</sup> MEETING OF THE WAVENEY LOWER YARE & LOTHINGLAND INTERNAL DRAINAGE BOARD HELD ON 20<sup>TH</sup> JUNE 2013 AT 2 O'CLOCK AT HADDISOCE VILLAGE HALL**

**Present:**

- Mr B G Collen (Chairman)**
- Mr P Cargill (Vice Chairman)**
- Mr R Basey-Fisher**
- Mr R Beevor**
- Mr H Budgen**
- Mr J Brown**
- Mr H Carrie**
- Mr M Caston**
- Mr J Fiennes**
- Miss R Hipperson**
- Mr C Mutten**
- Mr I Vincent**
- Mr D Waton**
- Mrs K Billig (South Norfolk District Council)**
- Mr J Savage (South Norfolk District Council)**
- Mr J Pettman (Broadland District Council)**
- Mr M Pitchers (Waveney District Council)**

**In Attendance:** **Mr B J S Blower (Clerk)**

**Apologies:**

- Mr D Burroughs**
- Mr R Cundy**
- Mr N Dodd**
- Mr M Gooch**
- Mr W Slater**
- Mrs L Neal**
- Mr T Lewis**

#### **14.1 Minutes**

The Minutes of the meeting of the Board held on 7<sup>th</sup> February 2013 having been circulated were approved as a true record. Mr Collen was authorised to sign them.

#### **14.2 Matters arising**

Minute 13.3 The Clerk reported that following further enquiries it appeared that Anglian Pumping Services Ltd based in Ipswich are in a position to tender for future work as well as Hunts as they appear to have relevant experience. It was agreed that they should be invited to tender on any future major project.

Minute 13.6.2 Mrs Billig informed the Board that there was still no resolution of the problems at Geldeston. There was a suggestion that the boathouse sluice was not working properly and that this was the responsibility of the IDB. There were also apparently excessively high water levels in the Kirby Run which the Agency had informed the Parish Council was the Board's responsibility. The Clerk was directed to take these matters up with the Surveyor for the area Mr Askew and report back.

Minutes 13.14 Of the Arrears reported at the last meeting the only sums remaining unpaid were:-

assessment number 15/011/038 Fuller - £580.32  
assessment number 20/31/023 Page - £310.59  
assessment number 20/31/066 Mr McCullum - £44.80  
assessment number 20/31/078 Macro - £25.80  
assessment number 12/087/014 Conlin - £112.00  
assessment number 22/0367 Mr & Mrs P Murton - £22.05

The Clerk was pursuing Fuller and was proposing to issue a Liability Order unless payment was made shortly. The whereabouts of the other two were unknown and Miss Hipperson indicated that she might be able to assist in tracing Mr & Mrs Murton.

### **14.3 Approval of Accounts**

Copies of the accounts for the Board for the year ended 31<sup>st</sup> March 2013 had been circulated with the draft Annual Return as completed by the Internal Auditor with a summary of the comparison between estimated and actual expenditure for each level. Board members had considered the figures. Mr Brown proposed that the accounts be approved and Mr Budgen seconded and all were in favour.

### **14.4 Annual Return for the year ended 31<sup>st</sup> March 2013**

The Board considered the Annual Return and in particular the Annual Governance Statement in Section 2. Mr Carrie proposed that these be approved and Mr Watson seconded and all were in favour.

### **14.5 Internal Auditor's Report**

The Internal Auditor's Report had been circulated and the Clerk read out the recommendations in his conclusion. He reported that as a matter of fact the Fixed Asset Register is updated prior to the renewal of the insurance cover but this process had not been apparent to the Internal Auditor and this would be made clearer and no further action was required. Similarly the Asset Register is used to record evidence of existence and current condition. This is done by Mr Mutton as part of his health and safety inspections. The Register cannot record the remaining life other than as an estimate but it was agreed that it should be assumed that the new pumps recently installed would last for 20 years. It was agreed that the form of the present Asset Register was satisfactory and did not require amendment except to review the figures as necessary from time to time or to reflect any change in assets.

### **14.6 Review Risk Register**

The Board considered the Risk Register and it was agreed that this remained appropriate and satisfactory.

### **14.7 Model Governance Documents**

Board members had considered the draft Governance Documents comprising the Anti-Bribery Policy, the Anti-Fraud and Corruption Policy, the Gifts and Hospitality Policy, the Risk Management Strategy and Policy and the Whistle Blowing Policy and Confidentiality Reporting Code. It was agreed that although the provisions of these documents appeared excessive for this Board given its size and role the policies would be adopted with immediately effect save that the Board's present Risk Register would be used in place of the form set out in Appendix C to the model Risk Management Strategy and Policy.

#### **14.8 Maintenance proposals for the Alma Beck**

The clerk reported that the Board had been approached by members of the newly formed River Waveney Trust who had expressed an interest in carrying out the necessary maintenance works in place of the Board on the Alma Beck. The Clerk explained that the Alma Beck is some 2150 metres long and provides a relief channel for the Waveney starting adjacent to the Outney Meadow Caravan Park and ending downstream of The Maltings on Broome Marshes. The Trust wished to carry out by hand work that would ordinarily be undertaken by the Board's contractor with a 360°. The Board was invited to consider whether it was appropriate to allow volunteers to do this work in place of the Board. There was some concern that the Board should not be handing over its responsibilities to third parties where it could not be proven that the third party was able satisfactorily to carry out the work. Others were concerned to encourage the volunteers as it may present an opportunity for having work done more cheaply than would otherwise be the case. There was some scepticism as to the ability of the volunteers to do the work effectively by hand. However, it was agreed that subject to their providing an appropriate method statement and being responsible for their own health and safety and providing evidence that they have appropriate insurance in place that they should be permitted to do some work on an experimental basis under the supervision of the Board's Surveyor. If the work proved unsatisfactory or the drainage was compromised, the Board would need to instruct one of its regular contractors to carry out the work in the normal way.

#### **14.9 Capital Scheme**

The Clerk reported that he was proposing to appoint Engineers to start work on the Project Appraisal Report for the North Cove and Oulton Pumping Station replacement. The question arose as to whether to use Mr Hornigold as Consulting Engineer for the project or whether to use another firm. The Clerk had spoken with Colin Wright of Rossi Long in Norwich who have relevant experience and it was agreed that in this case Rossi Long be asked to quote for the work and if their fee appeared to be similar to that charged by Mr Hornigold in the past then in this case Rossi Long should be used.

#### **14.10 Health & Safety Report**

Mr Mutten reported that inspections were in progress and there was nothing untoward to bring to the Board's attention. There was a certain amount of new signage required which would be ordered and erected as appropriate.

#### **14.11 Pump Inspection**

The Chairman asked whether a further pump visit would be helpful for Councillors and other Board members but it was agreed that as there had been no changes in Council appointees a visit was not appropriate this year.

#### **14.12 Any Other Business**

14.12.1 Mr Vincent reported that there was a bridge on the roadway to the Burgh Castle pump which had partly collapsed and he said that there was a risk that injury or damage could be caused to users of the road arising from this and it was agreed that Mr Thomas be directed to inspect and to commission the necessary repairs as appropriate.

14.12.2 Mr Vincent reported that the roadway to the Belton pump was very poor at the bottom end and it was almost impassable during the winter. It was

agreed that it was necessary to ensure that the road was useable all year round so that vehicular access could be obtained to the pump and it was agreed that Mr Smith, the Surveyor for the area should arrange for appropriate material to be laid to improve the road.

- 14.12.3 Mr Brown reported that he was having problems with the soke dykes on the Burgh St Peter level which were becoming silted up because they had not been dug to a sufficient depth when BESL carried out their works in that compartment. This meant that they were not fulfilling the drainage function that they should. This was a serious problem because BESL were of the view that the Board should not carry out any work on the soke dykes because of the potential threat that would present to the river walls. It was clear that this problem is not confined to the Burgh St Peter level and there were many areas where the soke dyke serves a key function in taking water to the pump. Mr Cargill made the observation that there may be a distinction between the soke dykes which have historically been Board main drain and those which are not. It was agreed that the Board should approach BESL with a view to agreeing a policy to deal with this problem as it is becoming urgent in some areas.
- 14.12.4 Miss Hipperson reported that the Broads Authority (Ben Hogg) was endeavouring to gather information about old Mills within the Broads in order to create a record of what assets of this nature there are. Although there was no funding at present for their repair or renovation it was hoped that the collection of the information might be used in a later application for grant or other funding and she suggested that details of any old Mills should be sent to the Broads Authority so that they appeared on the new list being prepared.
- 14.12.5 Mr Vincent asked whether the Board was putting any pressure to bear on relevant Authorities regarding the construction of a Yare barrier. He took the view that climate change meant that this should once again be brought to the top of the agenda. Mr Collen reported that although the Board is not doing anything about this the Association of Drainage Authorities does ensure that the Government is kept aware of the need for this to ensure the proper long term protection of the Broads.
- 14.12.6 The current position on the construction of the new cross wall on Peto's Marsh was reported. The latest proposal from the Environment Agency is to put their planning application in to the Broads Authority in August. Board members remain very concerned at the continued delay.
- 14.12.7 It was agreed that the next meeting of the Board should be held on the 6<sup>th</sup> February 2014.